



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Public School Superintendents
Principals of Accredited Nonpublic Schools
Charter School Principals

FROM: Pat Mapes
Director of the Office of Educator Licensing and Development

DATE: September 22, 2009

SUBJECT: Contact Information for Substitute and Emergency Permit Coordinators

In order to provide better service the Office of Educator Licensing and Development is creating an e-mail list of the individuals for each school employer that coordinate applications for Substitute and Emergency Permits. This e-mail list will be used to provide updates and notification of changes directly to the people who need that information locally. Superintendents will still be notified of any changes and updates but we will also directly inform their designated staff person.

Please send the name(s) and e-mail address(es) of the individual(s) handling Substitute and Emergency Permits for your school or school corporation to Eric Ogle at eogle@doe.in.gov.